

DEPARTMENT OF THE AIR FORCE  
Air Force Petroleum Office (AFPET)  
8725 John J. Kingman Road, Stop 6232  
Fort Belvoir, VA 22060-6232

*Air Force Fuels Policy Directive 05-004*

*1 September 2005*

*Mishap and Incident Reporting*

### **Procedural Policy for Reporting Fuel-Related Mishaps**

1. **PURPOSE:** Provide procedural guidance for Air Force fuels activities to electronically report fuel-related mishaps and incidents to the respective MAJCOM Fuels Management Team, AF/ILGM and Det 3, WR-ALC/AF, Air Force Petroleum Office (AFPET) by use of the web-based Mishap Reporting Program. The program may be accessed either at <http://afpet.ft-belvoir.af.mil/AFPETMishap/Index.aspx> or through the AFPET home page at <http://afpet.ft-belvoir.af.mil>
2. **AUTHORITY:** This Air Force Fuels Policy Directive (AFFPD) is a coordinated policy between DESC-TKA, and AF/ILGM and shall remain in force until amended, replaced or rescinded. This AFFPD takes precedence in all instances when MAJCOM or local guidance conflicts with specific procedural guidance contained herein.
3. **BACKGROUND:** Pursuant to AFI 23-201, the Fuels Management Team (FMT) is responsible to report fuel-related mishaps to MAJCOM Fuels Management with courtesy copy to Numbered Air Force (NAF) Fuels Management Office and Sub-Area Petroleum Office (SAPO) if applicable.
4. **REPORTABLE FUEL-RELATED MISHAP DEFINED:** A reportable fuel-related mishap is defined as any event resulting in suspected/confirmed fuel contamination, fuel spill, fire, product loss, fuel handling equipment/facility damage and/or failure, fuel vehicle accident, and fuel related personnel injury.
5. **REPORTABLE FUEL SPILL DEFINED:** A DESC reportable fuel spill is defined as any fuel spill on land twenty-five (25) gallons or greater in quantity. Fuel spills on navigable water are reportable for any fuel quantity creating water sheen.
6. **FUEL-RELATED MISHAP REPORTING PROCEDURES:** All fuel-related mishaps shall be submitted using the Automated Mishap Reporting Program. The AFPET shall maintain a master mishap database containing all USAF reports.
  - 6.1 The FMT shall:
    - 6.1.1 Submit an initial Mishap Report through the AFPET website as prescribed by AFI 23-201, *Fuels Management*, AFI 91-204, *Safety Investigations and Reports*, and AFI 10-206, *Operational Reporting*. The web-based Mishap Report program automatically forwards notification to AFPET and to AF/ILGM. Submission of the Mishap Report through the website does not preclude requirement to report fuel spills to the Base Environmental Manager and to report mishaps through local command channels.
    - 6.1.2 Provide a report update within 30 days through the AFPET website regarding final outcome of the investigation and lessons learned.

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DISTRIBUTION: All MAJCOMs

6.2 The MAJCOM Fuels Management Office shall:

6.2.1 Validate/confirm the initial FMT mishap report and update report with MAJCOM validation and/or comments within 24 hours of receipt. A validated report confirms facts pertaining to the mishap and should contain as much detail as possible. Mishap updates shall be submitted as more information becomes available. Mishap reports shall be manually forwarded to the NAF and/or SAPO, as required.

6.2.2 Publicize lessons learned as cross-flow information to other MAJCOMs, as appropriate.

6.2.3 Provide update report to AFPET within 30 days concerning the investigation outcome and related lessons learned.

6.3 AFPET shall:

6.3.1 Receive the initial mishap notification submitted by the FMT as “**information only**” without further action until a MAJCOM validated/confirmed mishap report is transmitted and received.

6.3.2 Upon receipt of the validated/confirmed mishap notification from the MAJCOM Fuels Management Office, AFPET shall provide notification both to HQ DESC-WE and to the respective DESC Regional/Field Office when the incident involves a reportable fuel spill.

6.3.3 Maintain and monitor the subsequent mishap status reports in coordination with the MAJCOM.

6.3.4 Jointly determine with the MAJCOM Fuels Management Office whether mishap circumstances warrant on-site technical evaluation and formally request visit access to the incident location through the MAJCOM Fuels Management Office.

6.3.5 Coordinate with DESC for on-site visits/investigations related to mishaps/fuel spills involving fuel facilities and/or when the incident will likely result in adverse environmental consequence or media coverage.

6.3.6 Advise the USAF fuels community of mishap trends and recommend corrective procedural and/or technical data changes, as necessary.

6.3.7. Provide historical mishap and fuel spill trend data and analyses, provide lessons-learned to the field, and develop policy and procedural changes as appropriate. Prepare and distribute an annual mishap report listing and analyses.



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